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TITLE 5 -- ADMINISTRATIVE PERSONNEL

CHAPTER 1 -- CIVIL SERVICE COMMISSION -- PART 32 -- INCENTIVE AWARDS

Effective July 1, 1961, sections 32.302 and 32.303 are amended as set out below.

32.302. Cash awards, tangible benefits. A cash award may be made for an employee contribution exceeding job requirements that results in tangible benefits having a value of \$50 or more. The amount of such award shall be not less than \$15 and shall normally be based on the estimated net monetary benefits for the first full year of operation following use of the contribution. The amount of the award shall be determined in accordance with the table and other provisions of this section, unless for special reasons the head of the department determines that a different amount is justified, in which case such reasons will be documented in support of the action taken.

TABLE -- Award Scale for Tangible Benefits

<u>Tangible Benefits</u>	<u>Amount of Award</u>
\$50 - \$300	\$15
\$301 - \$10,000	\$15 for the first \$300 in benefits and \$5 for each additional \$300 or fraction thereof
\$10,001 - \$20,000	\$500 for the first \$10,000 in benefits and \$5 for each additional \$300 or fraction thereof
\$20,001 - \$100,000	\$750 for the first \$20,000 in benefits and \$5 for each additional \$1,000 or fraction thereof
\$100,001 - or more	\$1,150 for the first \$100,000 in benefits and \$5 for each additional \$5,000 or fraction thereof

The head of the department shall not make a cash award in excess of \$5,000 in any case without prior approval of the Commission.

32.303. Cash awards, intangible benefits. A cash award may be made when an employee contribution does not lend itself to appraisal on the basis of monetary benefits, or results in combined monetary benefits and intangible benefits. The amount of such cash award shall be determined on the basis of the value or benefit scope of application, significance of the contribution, and importance of progress affected. However, the minimum cash award of \$15.00 will not be granted unless the contribution compares favorably with those receiving the minimum cash award for tangible benefits. The head of each department shall provide, as part of his incentive awards plan, guide lines and criteria which shall be the basis for awards for employee contributions with intangible benefits. The head of the department shall not make a cash award in excess of \$5,000 in any case without prior approval of the Commission.

(Sec. 302, 65 Stat. 1112; 5 U.S.C. 5311.)